

CONFIDENTIAL

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120003-1  
REPORTS INVENTORY

SD 100.1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Weekly Activity

2. TYPE  
OF  
REPORT

<input checked="" type="checkbox"/>	STATISTICAL
<input checked="" type="checkbox"/>	NARRATIVE
	MACHINE-NAME LISTING

J. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not number of copies)

4

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

YES

NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Supply Division Instruction 7-3

10. PREPARING COMPONENT (include lowest level contributing information to report)

OL/SD/Field Support Branch

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

6

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	\$6.82		4		\$27.28		40		\$1091.20
GS-5	3.15		2		6.30		40		252.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$1343.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report was initiated in 1964 by the above Supply Division Instruction as required by the Director of Logistics.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input type="checkbox"/>	DISCONTINUE		

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

9 October

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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Chief, Field Support Branch/SD/OL

FORM 9-70

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(22-96-43)